



**Date Posted** July 15, 2014

<b>Announcement Number</b>	MCC-14-RFQ-0111
<b>Title</b>	Associate Director, Program Oversight
<b>Position information</b>	Full-Time, Personal Services Contractor (PSC) One year (2,087 hours per year), renewable for up to two years at the sole discretion of the government
<b>Pay band</b>	<b>3B</b> (\$39.77 - \$66.78 per hour)
<b>Closing date for questions</b>	<b>July 18, 2014</b> no later than 3:00pm EST
<b>Application deadline</b>	<b>July 25, 2014</b> no later than 5:00pm EST
<b>Who may be considered</b>	U.S. citizens or legal, permanent residents with five years of residency history
<b>Duty location</b>	Washington, D.C., US <u>Note:</u> more than one position may be filled under this announcement

**Millennium Challenge Corporation (MCC)** is a United States government-owned corporation created in 2004, whose mission is to provide assistance that will support economic growth and poverty reduction in carefully selected developing countries that demonstrate a commitment to just and democratic governance, economic freedom, and investments in their citizenry. To receive assistance, eligible countries are required to enter into a public agreement (Compact) with the MCC that includes a multi-year plan for achieving shared development objectives and the responsibilities of each country in achieving those objectives, regular benchmarks to measure progress, multi-year financial plan, and a plan to ensure accountability for the use of MCA assistance.

## **SCOPE OF POSITION**

This position will serve as a full time Personal Services Contractor (PSC) within the Vice President's Office in Department of Compact Operations (DCO), Millennium Challenge Corporation (MCC). DCO is responsible for developing and implementing MCC's compact programs. The department ensures that MCC compacts are designed and implemented in compliance with agency standards for procurement, financial management, environmental and social performance, and gender integration.

The purpose of the work is to analyze and evaluate major aspects of substantive, mission-oriented programs. The PSC evaluates the effectiveness of international development programs and operations and identifies and resolves problems and copes with issues that directly affect the accomplishment of principal MCC objectives. The PSC develops regulations or guidelines for the conduct of program operations, or new criteria for measuring program accomplishments. The PSC develops reports containing information and findings of major significance to management officials, which reports often serve as the basis for changes to administrative systems, programs and practices.

A personal services contract is different from non-personal services Government contract, which establishes an independent contract relationship. Under a non-personal services contract, the contractor or employees of the contractor are subject to the technical direction but not the supervision of the MCC. As defined by the Federal Acquisition Regulation ([FAR](#) 37.104), a personal services contract is characterized by the employer-employee relationship it creates between the Government and the contractor personnel. Thus, the PSC is subject to the relatively continuous technical direction, supervision, and control of the MCC. PSCs may be assigned inherently governmental duties (see [FAR](#) 7.502). By law and by the contract's terms, the PSC is subject to most of the laws, rules, and regulations applicable to the direct hire employee such as MCC regulations, conflict of interest, under some circumstances MCC authorized employment security clearances, and financial disclosure. However, under the MCC personal services contract authority, PSCs are not employees for purposes of laws administered by the Office of Personnel Management (OPM). The following elements apply to this contract:

- (1) Performance on site.
- (2) Principal tools and equipment furnished by the Government.
- (3) Services are applied directly to the integral effort of agencies or an organizational subpart in furtherance of assigned function or mission.
- (4) Comparable services, meeting comparable needs, are performed in the same or similar agencies using civil service personnel.
- (5) The need for the type of service provided can reasonably be expected to last beyond 1 year.

(6) The inherent nature of the service, or the manner in which it is provided, reasonably requires directly or indirectly, Government direction or supervision of contractor employees in order to—

- (i) Adequately protect the Government's interest;
- (ii) Retain control of the function involved; or
- (iii) Retain full personal responsibility for the function supported in a duly authorized Federal officer or employee.

**PLEASE NOTE:** This contract shall be awarded solely to an individual(s), not to a firm. The individual must have an active DUNS # and a fully approved and active record in the [System for Award Management](#) (SAM).

### **KEY REQUIREMENTS**

- U.S. citizenship or legal, permanent resident with five years of residency history
- Must be able to obtain and maintain a federal security clearance
- Performance at MCC Headquarters in Washington, D.C. Relocation expenses will not be paid
- Overseas travel may be required (to MCC eligible countries)
- Statement of Employment & Financial Interest (i.e. Office of Government Ethics [form-450](#), or similar statement) may be required
- Active and approved [SAM](#) record (listed as sole-proprietor)

### **DUTIES**

The Personal Services Contractor (PSC) will serve as DCO's lead representative on issues related to audits and oversight actions and as the point of contact between DCO and FMD on all audit-related issues. The PSC will perform a variety of tasks and assignments related to DCO's involvement in Government Accountability Office (GAO) and Office of Inspector General (OIG) audits, reviews, and investigations of DCO programs and will coordinate closely with staff of MCC's Financial Management Division (FMD).

#### **Major Duties and Responsibilities include:**

- Coordinating DCO audit and review activities, tracking DCO implementation, and follow-up on findings and recommendations and related corrective action plans.
- Collaborating with management and key personnel in DCO and FMD to coordinate audit matters. This includes: attending entrance and exit conferences and other necessary meetings for GAO/OIG audits, reviews, and investigations that relate to DCO matters; engaging closely with GAO/OIG to ensure successful execution within the relevant DCO areas; ensuring DCO's timely responses to OIG/GAO requests during the audit or review and to OIG/GAO findings and recommendations thereafter; tracking DCO responses to OIG/GAO findings and recommendations and ensuring follow-up these findings/recommendations; serving as a liaison with other MCC departments (including Department of Administration & Finance and Office of the General Counsel); and

maintaining high quality standards and ensure all work in areas of responsibility meets or exceeds those standards.

- Regularly briefing DCO management on the planning, execution, and resolution of audits and reviews; keeps department apprised of significant findings and make recommendations on corrective actions; providing advice to DCO staff on how to interact with auditors, responding to GAO/OIG's findings and recommendations, overseeing development of corrective action plans on DCO matters, and substantiating final action; conducting compliance review before submitting documents to DCO management for approval; providing assistance/coordination for DCO's participation in the MCC Audit Reporting and Management Team, Senior Assessment Board, and Audit Committee; and, reviewing updates to MCC's audit-related policies and procedures, as needed, and guiding DCO's input on clearance of such policies.
- Tracking and analyzing DCO compliance with OIG/GAO audit recommendations and all relevant response dates; overseeing DCO adherence to internal policies and procedures as well as professional standards as it relates to the planning, execution and reporting on audits, reviews, follow-up work and all other engagements within area of responsibility; preparing regular status reports for DCO/Front Office on the status of the open OIG/GAO recommendations; and assisting in DCO's review of the OIG's Semiannual Report to Congress.
- Reviewing and editing documents, including DCO's responses to FMDs OIG/GAO requests for information and recommendations, and, policies, procedures and statements of work, as needed.
- Performing trend analysis on findings/recommendations and provide regular report to DCO management.
- Providing ongoing support and advice on the audit process and reviews.

### **DELIVERABLES**

Deliverables are associated with the tasks identified in DUTIES to include reports as required by the Contracting Officer Representative (COR).

The PSC will provide a monthly progress report as a regular deliverable. Monthly progress reports will consist of the following format to measure the progress of each task:

Task: XXXXXX

Status: XXXXXXXX

Recommendations: XXXXXXXX

Monthly reports are due the first workday of each month. The PSC also will produce other reports and analyses as requested by MCC.

Deliverables will be considered "draft" upon initial receipt. Drafts will be reviewed and accepted or concerns raised/comments provided within two weeks of receipt. The PSC shall appropriately address the Corporations' concerns and provide final deliverables within one week of receiving the MCC response.

In addition to monthly progress reports, the PSC will submit biweekly timesheets on a schedule and format determined by MCC. Timesheets will include a list of hours worked per compact or country program, along with a brief description of the tasks undertaken for each program during the pay period.

### **QUALIFICATIONS REQUIRED**

Applicants must meet all the qualification requirements, including education and all qualifying specialized experience described below by the closing date of this announcement. Desired qualifications will be considered only once all education and qualifying specialized experience requirements are met. Please clearly demonstrate that you possess the following:

- Undergraduate degree in a relevant field is required.
- A minimum of 5 years of relevant experience, preferably in financial institutions, international organizations, or similar environment. Background in the private as well as the public sector would be preferable.
- Ability to make timely decisions to escalate issues and to work effectively with relevant members of management to design appropriate solutions that address key business risks.
- Ability to communicate effectively with stakeholders at all levels (both internal and external).
- Analytical, organizational, and communications skills.
- Ability to successfully manage and track high priority audits with a variety of stakeholders.
- Effective oral and written communications skills, with ability to effectively prepare, present and discuss findings in written and oral form to convey complex ideas in an engaging manner with clarity, diplomacy and precision.
- Proactive and innovative, with an open and collegial work style and the ability to listen and integrate ideas from diverse views, create partnerships and collaborate with others.

NOTE: All experience must be well-documented on your resume and within your application. All aspects of your application must specifically show how you meet the QUALIFICATIONS REQUIRED.

### **COMPENSATION**

PSCs for the services of individual experts or consultants are limited by the Classification Act. In addition, the OPM has established requirements which apply in acquiring the personal services of experts or consultants in this manner (e.g., benefits, taxes, conflicts of interest):

This is a full time position and thus, the maximum number of hours allowed is 2,087 per year. The contract will have two one-year option periods that may be exercised at the sole discretion of MCC.

The pay range for this position is **\$39.77 - \$66.78** per hour, inclusive of Washington, DC locality pay. Final compensation will be negotiated within this pay range based upon the successful candidate's salary history, work experience, and educational background. A salary above this pay range will NOT be entertained or negotiated. Candidates who live outside of the

Washington, DC area may be considered for this contract, but relocation expenses are not compensable under the resulting contract.

MCC issues W-2s to the PSC. For U.S. citizens and legal resident aliens, MCC makes the employer contribution to FICA and Medicare for the PSC. MCC withholds FICA, Medicare, federal tax, and state tax on behalf of the PSC. The PSC is not eligible for the Foreign Earned Income Exclusion.

**Benefits:**

Under the MCC personal services contract authority, PSCs are not employees for purposes of laws administered by OPM, such as Federal retirement benefits and health and life insurance. As such, the PSC is not eligible for participation in the Civil Service Retirement System or the Federal Employees Retirement System. Moreover, the PSC is ineligible to receive Federal Health and Life Insurance or participate in the federal Thrift Savings Plan.

Notwithstanding the above, MCC does permit reimbursement of a portion of the PSC's cost of health insurance premiums incurred during the contract's period of performance. To be eligible for the health insurance reimbursement the employee must provide proof of insurance coverage and payment of premium for which s/he is responsible. Examples of acceptable proof are bank statement, receipts, cancelled checks or other proof of payment. Individuals covered under another health insurance plan, or have subsidized health insurance are not eligible for this reimbursement. Subject to the availability of funds, MCC may pay up-to-15% of the employee's base salary towards a health insurance policy as mentioned above.

The full time PSC does earn sick leave, annual leave, and holiday pay.

The full time PSC working at MCC Headquarters in Washington, DC is eligible for parking or transit subsidy, subject to the availability of funds. The full time PSC whose duty station is overseas is not eligible for this subsidy.

**Travel:**

The PSC is subject to the Federal Travel Regulations and MCC travel policies and procedures to the same extent as MCC direct-hire employees.

**REQUIRED DOCUMENTATION**

Interested applicants must submit all required documents to include, but not limited to:

- Completed and signed Biodata Form;
- Curriculum vitae or resume (limit 10 pages);
- A written narrative of up to five pages clearly describing relevant experience and knowledge of each of the Qualifying Specialized Experience requirements, and any desired qualifications.

- No less than three and no more than five professional references with current contact information;

**NOTE:** Submittals shall be in accordance with the INSTRUCTIONS TO APPLICANTS. Please ensure that applicants' most recent contact information (telephone numbers and e-mail address) are accurate. Any other documentation will not be accepted.

**Delivery:**

Electronic submission is required. Electronic application packages shall be submitted by e-mail to [MCCPSC@mcc.gov](mailto:MCCPSC@mcc.gov). Submission shall reference the position title AND the announcement number on the subject line of the e-mail. Electronically submitted packages must include a scanned signature on the Bio-data form to be considered.

MCC does not accept responsibility for delays in transmission or receipt of any application. Applicants are responsible for submitting the application package so as to reach the designated Government office by the closing date and time specified above. Applications received after the closing date and time will not be considered, unless there is acceptable evidence to establish that it was indeed received by the Government installation prior to the time and date specified in this announcement. Receipt of an application in response to this announcement does not constitute an award commitment. The U.S. Government will not reimburse any costs incurred in the preparation and submission of an application. Any submission is at the sole risk of the applicant.

**Questions:**

Any questions regarding this announcement should be submitted in writing via email only (no phone calls) to [MCCPSC@mcc.gov](mailto:MCCPSC@mcc.gov), before the deadline as given on p.1.

Submission of applications to this announcement must be received via e-mail to [MCCPSC@mcc.gov](mailto:MCCPSC@mcc.gov) before the deadline as given on p.1.

**INSTRUCTIONS TO APPLICANTS**

The QUALIFICATIONS REQUIRED are the basis for evaluating all applications. Applicants must separately address each listed qualification requirement and demonstrate how s/he meets each. Unless stated otherwise, all qualification elements will be weighted equally.

- (a) Qualified individuals must submit a completed and signed Biodata form. Please ensure that you provide a current, valid e-mail address and telephone number for notification purposes. The Biodata form must be fully completed including a proposed hourly rate & signed for the application to be considered.
- (b) Qualified individuals must submit a resume (or a curriculum vita) which clearly demonstrates their education, experience, knowledge, and skills and abilities as they relate to the qualification elements. Resume must indicate: the earliest possible start date for the applicant; as well as formal title, and duration (start date / end date) for each listed

position. Resume is limited to 10 pages and must not contain a photo or any salary information.

- (c) Describe your experience and knowledge of each of the Qualifying specialized experience requirements and Desired qualifications, if applicable, in no more than five pages (page = 8 ½" x 11" paper; 11 point font or larger; double sided pages count as two pages). Clearly demonstrate how your prior experience is either relevant or directly related to the duties of this position as listed under DUTIES. The responses should describe specifically and accurately what experience, training, education and/or awards you have received that are relevant to each factor. Cite specific examples where appropriate.
- (d) Qualified individuals must submit no fewer than three and no more than five professional references, who are not relatives or family members. Submitted references **MUST** include current information, as follows:
  - a. Name of reference
  - b. Applicants' relationship to reference
  - c. Title of reference at current job
  - d. Reference current telephone number (work or personal)
  - e. Reference e-mail address (work)

At least two references must be from direct supervisors (current or prior) who can provide information regarding the applicant's knowledge & experience in the field of **Program Oversight**. All references must be from within the last 5 years of the applicant's professional life.

- (e) Applications must be signed and received prior to the closing date and time specified above to be considered for this position.

To ensure consideration of applicants for the intended position, please reference the position title and announcement number on the subject line of your submission email, on supporting documentation and any cover letter.

### **SELECTION PROCESS**

In order to be considered for the position, a candidate must meet the qualifications listed above. Consideration and selection will be based on a panel evaluation in accordance with the **QUALIFICATIONS REQUIRED**. In addition to the materials listed above, applicants are strongly encouraged to write a cover letter, not to exceed one page, to highlight their suitability for this position. The cover letter is **NOT** included in the required written narrative.

All applicants will be evaluated based on the documentation submitted, the applicant's evidence of the above qualification requirements, performance in a potential interview, if conducted, and information provided by references, if contacted. All applicants will receive one of three scores



for each of the required qualification: Does Not Meet, Meets, or Exceeds. Only qualified applicants will receive one of two scores for the desired criteria: Present, Not Present. MCC reserves the right to call the highest qualified candidates for an interview and/or conduct a reference check on those individuals. Reference checks may be conducted on the highest qualified applicants.

Applicants are strongly encouraged to ensure the work history portion thoroughly documents the duties, responsibilities, and accomplishments that are directly related to this position in order to verify specialized experience. Errors or omissions may affect your evaluation.

The U.S. Government & MCC is not obligated to make an award or pay for any costs associated with the preparation and submission of a proposal in response to this announcement. Award of this contract is contingent on availability of funds. MCC reserves the right not to award any contract as a result of this announcement.